HS READY Camp 2014

Grant Announcement

**Applications must be submitted through
Egrants on or before June 13, 2016**

STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS

SCOTT WALKER
GOVERNOR

DONALD P. DUNBAR
ADJUTANT GENERAL

Important Contact Information for this Grant Opportunity:

Program/Policy: Shannon Ladwig (608) 242-3231
                         shannon.ladwig@wisconsin.gov

Budget/Fiscal: Deb Hughes (608) 242-3236
                         deborah.hughes@wisconsin.gov

Egrants Assistance: Weekdays, 7:30am – 4:00pm
                         Email: WEMEgrants@wisconsin.gov
                         Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:
https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Grant Title: HS READY Camp 2015

Description: This grant will provide funding to help the Responding to Emergency and Disasters with Youth (READY) Camp operated by the Center for School Youth And Citizen Preparedness. Camp is scheduled in June 2016. Funds will pay for lodging and supplies to keep the cost of camp affordable for the youth of Wisconsin.

Opportunity Category: Limited Eligibility

Important Dates:

    Application Due Date: June 13, 2016

    Project Start Date: June 20, 2016

    Project End Date: July 5, 2016

Anticipated Funding Amount: Funding in the amount of $22,246 is available from the 2014 Homeland Security Grant Program (HSGP), as approved by the WEM Administrator.

Match/Cost Sharing Requirement: None

Eligibility: Town of Dunn is the only eligible applicant. The Town of Dunn will contract with the Center for School, Youth and citizen Preparedness, which will implement the READY Camp.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to http://fedgov.dnb.com/webform. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at http://fedgov.dnb.com/webform/displayFAQPage.do. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

WEM cannot award grant funds until an active DUNS number is provided.

Eligible Expenses: Funding may be used for Consultants/Contractual, Supplies and Operating Expenses, and Indirect budget lines.

Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR §§ 200.318-326.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and

future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

HS READY Camp 2014

Program Description
WEM will provide grant funds for improving Wisconsin's ability to teach citizens how to respond to emergencies in disasters. The READY Camp teaches response skills and leadership development to 13-18 year olds each summer. Camp objectives include teaching safety, injury prevention, first aid, CPR and AED training, emergency preparedness related to disasters, terrorism and school safety, and teamwork and communication skills that can be used in an emergency situation.

Submit Applications Using Egrants
Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to https://register.wisconsin.gov/accountmanagement/default.aspx and complete the 'self registration' process

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website: https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Shannon Ladwig at (608) 242-3231 or at shannon.ladwig.wisconsin.gov.

1. **Main Summary**
   This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

   In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

   > "Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]"

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. **Approval Checklist**
Answer Yes, No, or N/A (not applicable) to each question.

3. **Performance Measures**
Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. **Budget Detail**
Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: $150/mo x 12 months = $1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by WEM. No fund reimbursements will be made prior to receipt of the contract.

Indirect: Includes the indirect costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

5. **Budget Narrative**
Broadly describe your program, include what the camper will learn a camp and how that relates to preparedness and school safety in Wisconsin.
   - Attach the READY Camp 2016 brochure. To attach a document to your Egrants application you must type "See Attached" in the text box to enable the document attachment tool.

Application Review and Award Criteria
All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff

will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements.

1. A database of all students trained during the grant period must be submitted as part of the final progress report.

2. Contract or Memorandum of Understanding between Town of Dunn and the Center for School, Youth and Citizen Preparedness must be submitted before reimbursement will be made. Upload the document into Egrants in the Monitoring Section under Project Document Attachments.

Additional Resources

Provide links to additional resources that will help the applicant understand the program, its goals, or history. Also link to program area of the website if it's up-to-date.

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: http://emergencymanagement.wi.gov/
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf
- It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

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